

S A M P L E

*FORMAT FOR LETTERS OF RECOMMENDATION SUBMITTED IN CONJUNCTION WITH
APPLICATIONS FOR ADMISSION TO PRACTICE IN THE
U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF TEXAS
[Please submit on letterhead]*

Date

Mr. William G. Putnicki
Clerk of Court - United States District Court
[address of divisional office in which applicant is applying]

RE: Application of (Applicant) for admission to practice before
United States District Court, Western District of Texas

Dear Mr. Putnicki:

This letter is written on behalf of (Applicant) who has applied for admission to practice
in the United States District Court for the Western District of Texas.

My name is _____. I am a member of the State Bar of Texas and am a member
of the Bar of the United States District Court for the _____ District of Texas and the
_____ District of Texas.

I am not related to the applicant and have known *him/her* personally for _____ years. I
believe that (Applicant) is qualified for admission to the Bar of this Court and is competent to
practice before this Court, and that *his/her* private and professional character and standing are good..

I recommend (Applicant) for admission to practice before the United States District
Court for the Western District of Texas.

I am willing to appear before the committee or members of the Bar on behalf of the applicant.

Sincerely,

(Signature)
Texas State Bar # 00000000